

Chesterfield County, Virginia

Announces Recruitment For

Director of Social Services

Serving the County of Chesterfield and the City of Colonial Heights

October 2015

Opportunity to:

- Work for a nationally respected and award winning local government that values both teamwork and individual contribution
- Become part of an outstanding and highly stable team of elected and appointed officials
- Lead a team of dedicated personnel consisting of experienced professionals
- Live and work in an exceptional community



Living in Chesterfield County

Chesterfield County is ideally located in the mid-Atlantic region of the United States. This strategic location on the eastern seaboard is a valuable asset. It puts local businesses halfway between the markets of the north and south, within a one-day commute of 50 percent of the U.S. population, 65 percent of the nation's manufacturing operations, and 60 percent of the corporate headquarters in the country.

Chesterfield County is part of the Richmond/Petersburg Metropolitan Statistical Area and is bounded by the cities of Richmond, Petersburg, Hopewell and Colonial Heights. Situated between the James and Appomattox rivers, Chesterfield's land area totals 446 square miles and consists of a pleasant mix of suburban communities that are within a two-hour drive of Virginia beaches, the Blue Ridge Parkway and Washington, D.C.

Chesterfield County is the largest locality in the Richmond/Petersburg MSA and the fourth largest county in Virginia. Growth is expected to continue in Chesterfield that will result in a projected increase of more than 75,000 persons by 2040. As of January 1, 2014, the county had approximately 328,000 residents. About 68.3% of the population is White, 21.9% is Black or African American, 7.2 % is Hispanic or Latino, 3.3% is Asian, less than 1% is Native Hawaiian and Other Pacific Islander and 3.4% is classified as "some other race." The median age of a county resident is 37.6 years.

Education is a top priority for Chesterfield. The county is responsible for its own public school system. With more than 59,000 students, it is the largest school system in the area and has established innovative programs to serve an increasingly diverse student body.



There are more than 2,000 physicians, 4,000 hospital beds, a trauma center, a major cancer center and a major medical school in the region.

Chesterfield's climate provides generally mild winters and warm, humid summers. An average year provides 103 clear days and 113 days of precipitation (including 14 inches of snow). January has an average temperature of 26 degrees and July has an average temperature of 88 degrees.

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The Chesterfield County Government

Virginians take pride in their long tradition of reliable government. The state and local tax rate is one of the lowest in the country, yet Virginians expect and receive a high level of government services. The corollary of good government is fiscal integrity. Virginians operate their local governments according to sound business principles.

These principles of good government, fiscal integrity and public-private partnerships are evident in Chesterfield County.

The county provides robust local government services, including public water and sewer utilities, mental health support services, fire and emergency medical services, sheriff and police protection.

Chesterfield has no incorporated towns. It is divided into five magisterial districts, each represented by one official elected to serve a term of four years. These elected officials comprise the Board of Supervisors, the legislative body of Chesterfield. The Board of Supervisors elects a chairman from its membership for a one-year term.

The Chesterfield County Government (Continued)

(Continued from page 1)

The board also employs a county administrator who serves as the county's chief administrative officer under the board's direction. The Board of Supervisors is responsible for establishing local public policy, raising local resources for the support of public programs and overseeing the conduct of the county's affairs through its appointed administrative officials. Chesterfield County is dedicated to quality performance with a focus on excellence in customer service and continuous improvement.

Financial Facts:

- The county holds AAA ratings from all three major bond rating agencies.
- The county holds both the Award for Distinguished Budget Presentation and the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.



Chesterfield County Courthouse

- The FY2016 budget for the county totals \$1.3 billion, with the two largest components of the budget being the county's general fund (\$785.6 million) and the school fund (\$637.2 million).
- The county's net assets of approximately \$1.8 billion are distributed throughout the county's land area of 446 square miles.

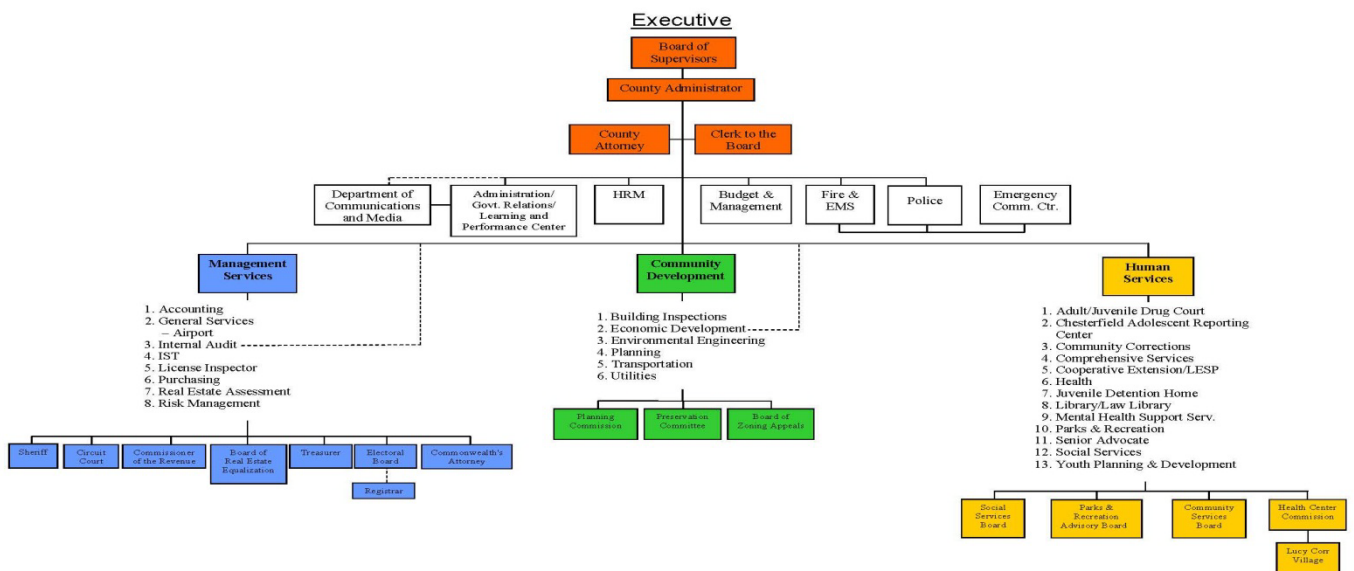
Awards Earned:

- In 2014, Chesterfield County achieved a ranking of 22 on *Training Magazine's* top 125 employers that provide outstanding employee development opportunities.
- Chesterfield County received 10 achievement awards from the National Association of Counties (NACo) in 2015.

- In 2012, for the sixth time, Chesterfield County was designated as one of the 100 best Communities for Young People by America's Promise-The Alliance for Youth.
- Chesterfield County received the Diversity All Star Award from the Greater Richmond Chamber of Commerce and the Richmond Human Resource Management Association in 2006.
- In 2004, Chesterfield County was selected as the 17th Best Place to Live in America by *American City Business Journal*.
- Chesterfield County received the Award for Continuing Excellence (ACE) in 2004.
- In 1994, the county received the Gold Medallion Senate Productivity Award.

Chesterfield County is dedicated to quality performance with a focus on excellence in customer service and continuous improvement.

CHESTERFIELD COUNTY ORGANIZATIONAL STRUCTURE



Chesterfield County Mission and Strategic Goals

Providing a FIRST CHOICE community through excellence in public service.



Model for excellence in government



Safety and security



Economic prosperity and educational excellence



Healthy living and well-being



Thriving communities and environmental stewardship

blueprint
CHESTERFIELD

Director of Social Services Profile

Overview

The Director of Social Services administers the social services programs for both Chesterfield County and the City of Colonial Heights, to include, child welfare (child protective services, foster care and adoptions) and adult services, child day care and employment services. This position also has responsibility for the delivery of financial assistance programs including SNAP (Supplemental Nutrition Assistance Program) and TANF (Temporary Assistance for Needy Families), Medicaid, General Relief, Energy Assistance Programs, and Housing Choice Voucher Program.

The incumbent in this position establishes the goals and objectives for the Department of Social Services and will be actively involved in all aspects of planning, organizing, managing and directing social services activities, personnel and budget for programs established by local, state and federal laws. The Director of Social Services will work effectively and collaboratively with the Social Services Board, as well as department staff, other county departments, governmental agencies, elected officials, and the public. This position will serve as department spokesperson for the Department of Social Services to foster community support through a variety of community relations activities and will act as a liaison for legislative issues.

The Director of Social Services reports jointly to the Chesterfield-Colonial Heights Social Services Board and Deputy County Administrator for Human Services.

Education and Experience

- Master's degree in Social Work, Business Administration, Public Administration, or related field is required.
- Minimum of ten years of progressively responsible managerial and leadership experience, including five years of significant governmental Social Services experience in a management capacity.
- Ideal candidate will have excellent leadership and communication skills with experience in a multifaceted and diverse government system.

Personal Traits

- Energetic and self-motivated
- Genuine, respectful and trustworthy
- Empathetic and compassionate yet able to make sound decisions
- Loyal and committed
- Accessible and approachable
- Innovative and creative
- Ethical and accountable
- Good listener
- Values diversity
- Visionary
- Team oriented and consensus builder

Professional Skills and Management Style

- Visible and effective leader with ability to communicate the vision, mission, and values of the department
- Strong management and leadership skills to deliver high quality public services in an efficient manner
- Understand the social, psychological, and economic needs of the population served
- A genuine concern and sincere interest in staying abreast of social and economic issues within the community
- Empathetic and compassionate in approach to decision making yet consistent in application of policies, rules and laws
- Encourages and promotes a team-oriented environment to build mutual trust, respect and cooperation
- Possesses a strong character of ethics and integrity with a high standard of excellence
- Embraces appropriate change and views it as an opportunity to lead others in a new direction
- Openly encourages and supports diversity with ability to communicate with sensitivity and genuineness
- Ability to partner and collaborate with multiple groups in developing solutions to meet the needs of the department
- Develops and maintains positive relationships with the Social Services Board, county leadership, community agencies and the public
- Articulate, confident, and enthusiastic in presenting ideas, while being respectful of others
- Excellent analytical skills yet creative, with a strong focus on innovation in Social Services programming
- Thinks independently and possesses a "big picture" vision and strategic perspective
- Ability to effectively adapt to shifting circumstances in the work environment
- Responsive and accurate to requests for information from all sources
- Serves as an advocate in addressing unmet client and community needs
- A strong commitment to the organization and its overall mission

Performance & Expectations

Human Service Knowledge: Knowledge of social work and public welfare programs to establish goals and objectives for the Department of Social Services; demonstrate knowledge of the principles, practices, policies, and techniques of efficient social services administration; knowledge of current social and economic problems in the community; knowledge of community resources and other human service agencies; and knowledge of federal and state laws and local ordinances pertaining to social service administration.

Administrative Ability: Ability to plan, organize, direct, coordinate, and administer the services and programs of the Department of Social Services; must demonstrate the ability to develop guidelines and standards for social service programs while maintaining compliance with Federal and State statutes and county ordinances; must demonstrate the ability to assess community needs and then develop programs to meet identified needs; ability to identify new resources and partnerships, collaborating with state, county/city and non-profit organizations; ability to serve as an advocate on human service issues and prepare and present items to legislative committees, boards, and the public; ability to evaluate operational performance, review work methods and procedures, and develop and implement changes in department policies, procedures, and processes which enhance efficiency.

Community Relations: Excellent communication skills, including the ability to listen to and communicate with various segments of the community and other human service agencies; the ability to understand and respond to social service program issues to effectively lead the department; demonstrate ability to maintain cooperative working relationships with department staff, the public, and representatives of other departments; ability to effectively work closely with the Social Services Board and elected officials to keep them informed on a regular and timely basis of important issues; and to interpret and carry out the Social Services Board's vision and the intentions and direction of the Board enthusiastically.

Human Resource Management: Must demonstrate effective interpersonal skills to communicate the department goals and needs to all employees. Must be able to inspire and motivate employees and demonstrate fairness in dealing with staff. Must have demonstrated a commitment to teambuilding, equal employment opportunity, diversity and upward mobility of all staff.

Budget and Finance: Must have demonstrated prior experience in successfully managing complex financial budgets and activities with ability to seek and obtain alternative funding sources.

Compensation and Benefits

Salary for the position is negotiable, based on qualifications and experience. The successful candidate will be offered a comprehensive benefits package to include:

- Virginia Retirement System
- Executive Leave Benefit
- Paid Holidays
- Direct Deposit
- Professional Development through Chesterfield University
- Tuition Assistance Program
- Employee Assistance Program
- Health and Dental Insurance
- Paid Time Off Benefit
- Group Life Insurance
- Short-Term and Long-Term Disability
- Long-Term Care Insurance
- Flexible Spending Accounts
- Deferred Compensation

For More Information Visit:
www.chesterfield.gov



**An Equal Opportunity Employer
Committed to Workforce Diversity**

Application Process

The application deadline date is **October 30, 2015 at 5 p.m.** Interested applicants should submit a confidential resume with cover letter and must include salary requirements to:

Mary Martin Selby, Director of HR Services
Chesterfield County Human Resource Management
P.O. Box 40
Chesterfield, VA 23832
(804) 748-1551

Electronic responses are preferred and should be directed to
executivesearch@chesterfield.gov

Pre-employment drug test & extensive background check required.

DIRECTOR OF SOCIAL SERVICES

Serving the County of Chesterfield and the City of Colonial Heights

Chesterfield County and the Chesterfield-Colonial Heights Social Services Board seek a knowledgeable, energetic and creative leader to work effectively and collaboratively with the Social Services Board, as well as department staff, other county departments, governmental agencies, elected officials, and vendors. The selected candidate's work includes active involvement in all aspects of planning, organizing, managing and directing social services activities, personnel and budget including providing benefits and services based on programs established by local, state and federal laws and policies to the residents of the County of Chesterfield and the City of Colonial Heights.

This position reports jointly to the Chesterfield-Colonial Heights Social Services Board and Deputy County Administrator for Human Services. Responsibilities include:

- ♦ The implementation of the social services programs for the two localities including child welfare (child protective services, foster care and adoptions) and adult services, child day care and employment services.
- ♦ Delivery of financial assistance programs including SNAP (Supplemental Nutrition Assistance Program) and TANF (Temporary Assistance for Needy Families), Medicaid, General Relief, Energy Assistance Programs, and Housing Choice Voucher Program.
- ♦ Community support through a variety of community relations activities.

Successful candidates should possess the following qualifications:

- ♦ commitment to excellence in public service
- ♦ excellent oral and written communication skills
- ♦ extensive knowledge of the principles, practices, policies and techniques of efficient social services administration
- ♦ demonstrated ability to manage administrative operations and personnel
- ♦ excellent skills in operations analysis techniques and work method improvement concepts
- ♦ demonstrated leadership ability in a local government setting
- ♦ commitment to carry out the priorities of the Social Services Board, including fostering of community partnerships and advocacy for the needs of residents and staff

Candidates must possess a Master's Degree in Social Work, Business Administration, Public Administration, or related field and a minimum of ten (10) years of progressively responsible managerial and leadership experience, including five (5) years significant governmental Social Services experience in a management capacity or an equivalent combination of training and experience. Excellent leadership and communication skills are critical to articulate a clear vision for the Social Services Department in a multifaceted and diverse government system. A pre-employment drug testing and an extensive background investigation including fingerprinting for an FBI criminal check required.

To view the complete position advertisement and to obtain application instructions, please visit **careers.chesterfield.gov**

This recruitment will remain open until **October 30, 2015**. Interested applicants should submit a confidential resume with cover letter and salary requirements to:

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Chesterfield County Human Resource Management
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Email: executivesearch@chesterfield.gov
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